

MANAGEMENT ANALYST II

DEFINITION

Under direction, is responsible for performing analysis, recommendation, and consultation to management on diverse or complex issues and matters having a fiscal, operational or managerial impact; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Leads or conducts operational or administrative reviews, program evaluations, and special studies pertaining to various fiscal, operational and managerial issues;

Researches and analyzes major operational or administrative issues and makes recommendations for resolution or improvement;

Analyzes and proposes ways to improve an organization's productivity, efficiency, or budget;

Informs management of any situation current or anticipated that may impact budget, operations, or service deliveries;

Develops and recommends strategies for the implementation of new programs, projects, or policies pertinent to the mission of the department or division; participates in the implementation and/or training processes relating to these programs, projects or policies;

Leads major policy and management projects, productivity studies and operational and legislative reviews;

Serves as a resource or specialist on fiscal, operational or other managerial issues affecting the department or division;

Prepares financial impact statements; prepares reports of projected revenues and expenditures; identifies problems and recommends corrective action;

Conducts financial studies to determine the availability of resources for funding current or new programs, projects or services;

Researches, analyzes, and recommends various rate/fee structures and other options to enhance the viability of specific services, programs or operations;

Prepares and monitors the operating and capital improvement budgets;

Researches grant and revenue enhancement opportunities;

Evaluates grant programs for effectiveness and regulatory compliance;

Prepares comprehensive financial, statistical, technical, and narrative reports.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and two (2) years of professional experience analyzing and making recommendations **or** providing consultation to management relating to public or business administration.

Substitution(s): A master's may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the assigned agency's operations, functions, and organizational structure; Considerable knowledge of the principles and practices of business and public administration; considerable knowledge of general accounting and public finance; considerable knowledge of organizational management; general knowledge of research techniques and methodologies; general knowledge of project management; general knowledge of computerized budget and accounting systems; general knowledge of grant programs; skill in public speaking; ability to present and defend proposals; ability to understand and organize a problem and select a mathematical model or formula to solve the problem; ability to apply general rules to specific problems to make logical conclusions; ability to operate a computer and use applicable software programs; ability to communicate effectively, both orally and in writing.

Probationary Period:	365 days
Examination:	Noncompetitive

Class Code:	0780
Job Family:	Administrative
EEO Job Category:	Professional
Compensation Plan:	CMAGE
Salary:	Range 30-34 (91)

Class established:	03-25-70
Current spec:	11-25-02
Commission action taken:	Revise/Retitle (Administrative Analyst II)
Last reviewed:	11-25-02